

## ...and Welcome to this Presentation

# on how the Request for an Occupation Certificate process

## works

(Download our FAQ's on our website for more info.)

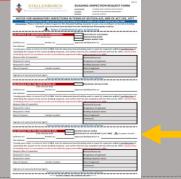




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Download the request for final Occupation building inspection form from our website (Ref. to Section C, 2<sup>nd</sup> option) https://stellenbosch.gov.za/planning



#### 2 working days to do scheduled inspection





#### 2. Please complete the inspection form <u>in full</u> and...

- Also download the OCCUPATION CHECKLIST FORM from the ST website.
- Email the completed request inspection form to the applicable building inspector download area for building inspectors within the WC024 area.
- Allow for 2 working days lead time for a scheduled Occupation inspection.
   \*\*\*PLEASE NOTE: This request for an Occupation Inspection Is done in terms of s14, NBR, Act 103, 1977)

### 3. Once the Building inspector has done a O.C.

#### inspection...

- A formal inspection report must be emailed to the applicant/owner in writing in a prescribed manner in terms of s14(b), NBR.
- This must be done within 14 working days from the date that the inspection was scheduled by the building inspector and the applicant.
- S24(1A), NBR "...the owner of the building or any other person having an interest" can request an Occupation inspection in writing.

### 4. What happens after a O.C. inspection has been done?

- If the request has been...
- APPROVED Then a formal Occupation certificate will be issued to the owner/applicant. This can only be signed off by the BDN Manager once the building has been built according to the Council approved plans & all COC's received.
- REFUSED Then the BI will notify the owner/applicant in writing the outstanding items required in terms of the O.C. checklist. All items must be completed to the satisfaction of the Local Authority before a Formal Occupation Certificate can be issued.

|  | STELLENBOSCH     SUBJECT STREET, STELLENBOSCH     SUBJECT     SUBJECT |  |                                   |       |
|--|--|--|-----------------------------------|-------|
|  |  |  |                                   |       |
|  |  |  |                                   |       |
|  |  |  |                                   |       |
|  | Building Plan No:  | Erf Number:  | Date:                             | - 11F |
|  | Address:<br>Inspector:   |  |                                   |       |
|  | Certificate required (if appl  | icable):   |                                   |       |
|  | Written application - Act 103 of 1977 - Section 14 (14 days' Hotice to Local Authonity)           SACAP rational designs - Form 4 for each appointment in Form 2 (including SANS XA)           Plumbing Certificate  |  |                                   |       |
|  | Electrical Certificate<br>Gas Certificate  |  |                                   | F     |
|  | Glazing Certificate<br>Lift Certificate  |  |                                   |       |
|  | Fire Certificate<br>A 19 Certificate   |  |                                   | = 1   |
|  | Approved plans on-site   |  |                                   |       |
|  | Access to all areas for inspection Building work in accordance with approved plans   |  |                                   |       |
|  | Parking (demarcated) completed Facilities for disable persons completed (bath rooms, parking, signs, ramps)  |  |                                   |       |
|  | Storm Water control completed Balustrades and Handrails in accordance with SANS – Part M   |  |                                   |       |
|  | Refuse yards / areas completed Builders' rubble removed from site and pavements  |  |                                   |       |
|  | All scaffolding removed from   | n building   |                                   |       |
|  | Mechanical Engineers draw  | gs submitted – (stairs, foundatio<br>ings submitted – Ventilation syst | ns, slabs, rc beams, steel)<br>em |       |
|  |  | nge in levels<br>I Protection  |                                   |       |
|  | - Ran<br>OTHER   | nps & Driveways  |                                   | _     |
|  |  |  |                                   |       |
|  | CHECKED: BUILDING CONTRO   | SIGNATURE  | DATE                              |       |
|  |  |  |                                   |       |
| ٠  | S14(b), N  | BR, Act 10   | 3,1977                            | l (   |
| ٠  | Download BI inspection request   |  |                                   |       |
| ۰  | Download BI contacts   |  |                                   |       |
| •  | Downloa  | d BI areas   | within WO                         | :024  |
| <b>*O.C. = O</b> ccupation <b>C</b> ertificate |  |  |                                   |       |
| -  |  |  |                                   |       |
| *B.I. = Building Inspector                     |  |  |                                   |       |
|  |  |  |                                   |       |
| IMPORTANT NOTICE:                              |  |  |                                   |       |
| According to NBR legislation the Municipality  |  |  |                                   |       |
|  |  |  |                                   |       |
| ha   | c 1/ days to   | concludo a   | $n \cap C$ roqui                  | act   |

We, as the BDM team, will endeavor to issue Occupation Certificates as soon as practical possible. Please be patient in the regard. Feel welcome to discuss this with your B.I.